

## DUTY STATEMENT

Employee Name:	Position Number: 580-480-5731-909
Classification: Research Data Analyst II	Tenure/Time Base: Permanent/Full-time
Working Title: Reporting Analyst A	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases (CID)/Division of Communicable Disease Control (DCDC)	Branch/Section/Unit: CDER / Stakeholder Support Section/CalREDIE Cross-Cutting Support Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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### Competencies

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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

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### Job Summary

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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by analyzing and optimizing incoming and existing data for CalREDIE.

The Research Data Analyst II (RDA II) executes data quality protocols, compiles timely and complete reports, and supports data modifications to correct errors. The RDA II performs duties related to the support of surveillance and health informatics capacity to develop and improve electronic data exchange. The RDA II will serve as a liaison between the healthcare facilities, electronic health record (EHR) system vendors, and state and local public health to facilitate troubleshooting of data

content and message structure. The RDA II will work closely with the Surveillance Section and may also support other reporting projects as needed.

The incumbent works under the general direction of the Staff Services Manager I (SSM I) in the CalREDIE Stakeholder Support Section.

**Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

**Essential Functions (including percentage of time)**

- 40% Analyze incoming report data, extracts of reporting data, and relevant dashboards to conduct quality assurance and identify reporting exceptions (e.g., issues with electronic lab report (ELR) message content or structure, transmission anomalies, etc.). Conduct data analyses to identify laboratories not reporting or not reporting in compliance with standards (e.g., LOINC codes, SNOMED codes, inclusion of demographic information), and collaborate with laboratories and Lab Field Services (LFS) to achieve compliance.
- 30% Assist in guiding new lab data submitters to appropriate channels in order to onboard for reporting. Update submitter contact information across various systems based on exchanges with laboratories, vendors, and other partners. Communicate with laboratories reporting via CSV file to ensure compliance with the CDPH standard file format. Conduct Quality Assurance/Quality Control (QA/QC) on data received via SaPHIRE Portal Lab Result Reporting Module (SPLR), .CSV, ELR and other methods.
- 15% Document and communicate identified issues succinctly and in a timely fashion, escalating issues affecting test and/or case counts. Establish and maintain reliable, efficient, and effective methods for communicating with involved partners via telephone and email. Collaborate effectively in a team environment with Program staff and stakeholders.

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	Los Angeles, Ventura
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Richmond
Region III	Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yuba	
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer,	Sacramento

	Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	
Region V	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Diego

**Marginal Functions (including percentage of time)**

15% Perform other duties as directed by the CalREDIE Lab Reporting Unit Chief including special research projects and follow up on items raised by Local Health Jurisdictions and other CDPH program partners to support data quality improvements. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations to support efforts.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: JC  
 Date: 04/22/24